

Agreement Coordination Office
Maine Department of Transportation
16 State House Station
Augusta, ME 04333-0016
ATTN: Steve Harris

PRSRT STD
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PERMIT NO. 8..
AUGUSTA, MAINE

- ANNOUNCING -

MDOT

Local Project Administration

Certification Course

A **REQUIREMENT** for city/town officials and municipal engineers who wish to locally administer (develop, design, and construct) MDOT projects.

Recommended for consultant engineers who wish to assist municipalities in the development, design and construction of an MDOT project.

Recommended as a refresher and update course for previously certified individuals.

Sponsored by:

Maine Department of Transportation



WHO SHOULD ATTEND

- * Town/City Officials
- * Public Works Directors
- * Road Commissioners
- * Town/City Engineers
- * Consultant Engineers

If you are interested in the local administration of an MDOT project (highway overlay and reconstruction, bicycle and pedestrian transportation enhancement projects, etc.) this course is for you.

WHAT WILL BE COVERED

The course will fully explain the process to administer and develop a Federally Funded MDOT Project and give you the Certification **required** to locally administer these projects in the future.

Some Advantages to Local Project Administration of an MDOT Project are:

- ☺ Ability to coordinate an MDOT Project with Local Initiatives (sewer and water projects, etc.)
- ☺ Do the project NOW (not wait until the project gets into the MDOT development pipeline)
- ☺ Use local forces (engineering staff, force account) to develop the project
- ☺ Fully ensure that all local needs are addressed.

COURSE LOCATION

PORTLAND

Verrillo's

Exit 48, Maine Turnpike
March 29, 2005 (Tuesday)

AUGUSTA

Civic Center

Exit 112 or 112B, I-95
March 30, 2005 (Wednesday)

PROGRAM

7:45 Registration (coffee & donuts)
8:00 Welcome and Introduction
9:15 Consultant Selection
10:00 Break
10:15 Right of Way Process
11:00 Environmental Process
11:30 Utility Process
12:00 Lunch
1:00 DBE/OJT Requirements
1:30 PS&E
2:30 Advertising/Award
2:45 Break
3:00 Construction Administration
3:45 Project Completion
4:15 FHWA
4:30 Adjourn

Local Project Administration Certification Course

REGISTRATION FORM (please duplicate if necessary)

Town/Firm: _____

Name	Title	Phone#/email
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

CIRCLE DATE: **Portland** **Augusta**
March 29, 2005 March 30, 2005

Please call us 624-3329 or email: steve.harris@maine.gov
or return this form by mail so that we can have it at least
three working days before training date to:

AGREEMENT COORDINATION OFFICE
Maine Department of Transportation
16 State House Station
Augusta, ME 04333-0016

REGISTRATION FEE: \$35 for Training - includes all
handouts and lunch. Payment should accompany
registration.

Make checks payable to: Treasurer, State of Maine

TO RESERVE YOUR SEAT, YOUR BEST BET IS
TO CALL ASAP AT 624-3329 or e-mail
:steve.harris@maine.gov. If you prefer, mail in
attached registration form, but remember all
registrations (fees) must be received at least
three days before the course.